

**Clear Creek ISD Instructional Materials Adoption
Guidelines for SAS Members and Staff**

The District is a closed district with respect to instructional material/electronic media systems adoptions. Official district instructional materials and ancillary samples to building teachers will be coordinated through the Instructional Materials and Distribution Coordinator.

1. Selection of district instructional materials is based upon informed decision making of Subject Area Subcommittee (SAS) members rather than a “popular” vote of all teachers.
2. General instructional resource hearings are scheduled by the District Instructional Material Coordinator and publicized throughout the District. SAS members are required to attend. Other interested school personnel are invited to attend.
3. Publisher representatives may contact the SAS facilitator by appointment. Publisher representatives are prohibited from contacting any SAS member or other staff during the adoption process.
4. The SAS Facilitator may contact the publisher representative. SAS members and other staff are prohibited from contacting publisher representatives. All questions, requests, and clarifications should be made through the SAS Facilitator.
5. Publisher/vendor-sponsored workshops, social functions, and gifts are allowed if approved by the Superintendent’s designee.
6. No SAS member or spouse may have been employed in any capacity by a publisher of books under consideration by the SAS for a period of two years prior to the adoption.
7. All negotiations about materials to be included in the adoption will be through the SAS facilitator ONLY.
8. All negotiations/procedures regarding shipment, distributions, and allotments will be made through the Instructional Materials and Distribution Coordinator in accordance with TEA policy.
9. The District reserves the right to modify these regulations at any time.
10. Violations of these guidelines will be reported to the Instructional Material Division of the Texas Education Agency.